

**DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT**

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February 7, 2006

To: CSBG Contractors:

In an effort to streamline and improve the CSBG expenditure reporting process the Department of Community Services and Development (CSD) will implement a new web-based expenditure reporting process. Recently, this expenditure process was demonstrated and discussed by CSD's Information Technology Systems (ITS) Ed Lee, and CSBG Field Representative, Leslie Taylor during CSD's 2006 Workshop presentations. Effective March 20, 2006 all CSBG Agencies will have the ability to submit their monthly or bimonthly 2006/2007 CSBG contract expenditure reports via an online reporting system—Expenditure Activity Reporting System (EARS). In order to fully implement this process, please provide the following information: 1) identify your agencies key users; 2) designate who will certify each expenditure report; and 3) participate in hands on training in Sacramento.

**Identify Key Users**

Each agency must identify three sets of key users ; 1) staff that will be inputting the expenditure data (can be more than one person); 2) the person(s) authorized to approve/certify the expenditure report; and 3) an EARS Account Administrator, the person who will be the designated liaison between the Agency and CSD. Please submit to your field representative the information above on the attached EARS Designation Form by February 24, 2006.

**EARS Certification/Electronic Signature process**

The certification process will allow each Agency to certify their finalized expenditure report with an authorized signature electronically stamped on the printed report. To implement this function the authorized person(s) must complete the signature form (see attached form and instructions).

**Training**

CSD has scheduled training for the online EARS system—February 14, 15, and 16, 2006. The training session is three hours per session and for your convenience, a morning or an afternoon session is available. If interested in training go to the contractor's only section of CSD's webpage and sign up for one of the six sessions at [www.csd.ca.gov](http://www.csd.ca.gov). This training will guide you through the entire process step by step to submit an expenditure report. If these dates are not conducive to your schedule please contact your field representative for follow up training, but we strongly encourage those folks that will be inputting data for your agency to attend.

The Department is excited about the advances of technology and hopes that in the future this will assist in expediting your future payments. As we work toward this goal your assistance and patience is appreciated.

If you have any questions regarding the EARS implementation, please contact your field representative, or Leslie Taylor at (916) 341-4284 or [ltaylor@csd.ca.gov](mailto:ltaylor@csd.ca.gov) or myself at (916) 341-4294 or [jmartinez@csd.ca.gov](mailto:jmartinez@csd.ca.gov).

Sincerely,

John Martinez  
CSBG Program Manager